

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO.

450

PAGE
NO. 1

1. Requesting Agency

BALTIMORE CITY POLICE DEPARTMENT

2. Division or Bureau of Requesting Agency

Fiscal Affairs Bureau

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------|--|---|
| 1 | <p>GENERAL LEDGERS, SPECIAL FUNDS, AND GENERAL FUNDS (Books of Final Entry)</p> <p>Quantity: 127 volumes, 1 cardboard box (1892) Dates: 1866... Audit: Municipal or State audit</p> <p>These are the permanent books of account and are required to be retained permanently (Annotated Code of Maryland, Art. 41, §178, c). The General Ledgers document receipts and disbursements, giving account number and name, check or warrant number, amount, name of payer, fund, and scattered notations by auditors.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> | |
| 2 | <p>GENERAL ACCOUNTING RECORDS</p> <p>Quantity: 150 cu. ft. Dates: 1912... Audit: Municipal or State</p> <p>The general accounting records are composed of the following:-</p> <ol style="list-style-type: none"> 1. Bank books, statements, and deposit slips 2. Cancelled checks, check copies, and check stubs 3. Reconciliation and trial balance sheets 4. Budget papers and work sheets 5. Requisitions and purchase orders 6. Delivery orders and receipts 7. Paid bills, vouchers and invoices, with attached papers 8. Receipt books and receipt copies, including tax receipts 9. Monthly, quarterly, and annual financial reports to local and State agencies 10. Gasoline withdrawal tickets and mileage reports | |

(continued)

7. Agency, Division or Bureau Representative

Robert B. Mundy
Signature

Deputy Commissioner

Title

May 23, 1967

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission:

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

MAY 26 1967

Date

Minnie S. Radloff

Archivist

MAY 26 1967

Date

Arthur H. Harkness

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. 450
PAGE
NO. 3

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
|--|--|--|
| 2 (cont.) | <ul style="list-style-type: none">11. Pay and receiving warrants and transmittals12. Payroll exceptions (Payrolls and payroll deductions <u>prior</u> to June 1965). For payrolls <u>since</u> June 1965, see Item 3, below.13. Withholding forms and statements (local, State, and Federal)14. Leave slips (requests for leave)15. Cancelled payroll checks | |
| RECOMMENDATION: RETAIN FOR THREE YEARS, OR UNTIL ALL AUDIT REQUIREMENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY. | | |
| 3 | <p>PAYROLLS</p> <p>Quantity: 8 cu. ft. Dates: June 1965... Audit: None</p> <p>The city of Baltimore assumed responsibility for the Police Department payroll on June 1, 1965, and the permanent books of account for payrolls are currently maintained by the city.</p> <p>The listing received by the Police Department is machine-printed and gives the gross payroll, the account number, employee fund and number, individual gross payroll, check number, miscellaneous deductions, and warrant number. This listing is nonrecord material, (Annotated Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p> | |

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. 450PAGE
NO. 1 OF 2

1. Requesting Agency
BALTIMORE CITY POLICE DEPARTMENT

2. Division or Bureau of Requesting Agency
Fiscal Affairs Bureau

(Continued)

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------|--|---|
| 1 | <p>GENERAL LEDGERS, SPECIAL FUNDS, AND GENERAL FUNDS (Books of Final Entry)</p> <p>Quantity: 127 volumes, 1 cardboard box (1892) Dates: 1866... Audit: Municipal or State audit</p> <p>These are the permanent books of account and are required to be retained permanently (Annotated Code of Maryland, Art. 41, #178, c). The General Ledgers document receipts and disbursements, giving account number and name, check or warrant number, amount, name of payer, fund, and scattered notations by auditors.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> | |
| 2 | <p>GENERAL ACCOUNTING RECORDS</p> <p>Quantity: 150 cu. ft. Dates: 1912... Audit: Municipal or State</p> <p>The general accounting records are composed of the following:-</p> <ol style="list-style-type: none"> 1. Bank books, statements, and deposit slips 2. Cancelled checks, check copies, and check stubs 3. Reconciliation and trial balance sheets 4. Budget papers and work sheets 5. Requisitions and purchase orders 6. Delivery orders and receipts 7. Paid bills, vouchers and invoices, with attached papers 8. Receipt books and receipt copies, including tax receipts 9. Monthly, quarterly, and annual financial reports to local and State agencies 10. Gasoline withdrawal tickets and mileage reports | (continued) |

7. Agency, Division or Bureau Representative

Kathleen M. Mundy
Signature

Deputy Commissioner

Title

May 23, 1967

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

MAY 26 1967

Date

Morris S. Radloff
Archivist

Archivist

JUN 20 1967

Date

Andrew H. Hickey
Secretary

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. **450**
PAGE NO. **2 OF 2**

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------------|--|--|
| 2 (cont.) | <ul style="list-style-type: none">11. Pay and receiving warrants and transmittals12. Payroll exceptions (Payrolls and payroll deductions <u>prior</u> to June 1965). For payrolls <u>since</u> June 1965, see Item 3, below.13. Withholding forms and statements (local, State, and Federal)14. Leave slips (requests for leave)15. Cancelled payroll checks <p>RECOMMENDATION: RETAIN FOR THREE YEARS, OR UNTIL ALL AUDIT REQUIREMENTS ARE MET, WHICHEVER IS LATER, THEN DESTROY.</p> | |
| 3 | <p>PAYROLLS</p> <p>Quantity: 8 cu. ft. Dates: June 1965... Audit: None</p> <p>The city of Baltimore assumed responsibility for the Police Department payroll on June 1, 1965, and the permanent books of account for payrolls are currently maintained by the city.</p> <p>The listing received by the Police Department is machine-printed and gives the gross payroll, the account number, employee fund and number, individual gross payroll, check number, miscellaneous deductions, and warrant number. This listing is nonrecord material, (Annotated Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p> | |